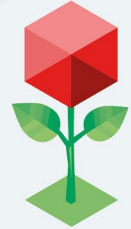




beekenkamp
PLANTS



Beekenkamp Ornamentals – Manual for Using the New Order Form

Action 1: Download the form to start working with it.

On the “Customer” tab, you will see several fields marked in red; these are mandatory.

Customer Tab:

1. On the customer tab, always enter the Beekenkamp number and the customer’s name. The address will be automatically retrieved when the form is loaded.
2. Order reference: Here you can add a reference that will appear on the email confirmation sent to the customer. If you order for multiple weeks, this reference will appear for all weeks.
3. Ship-to: Enter a delivery address if it differs from the standard address.
4. Delivery day: Enter the delivery day of the week (mandatory). This is not the departure day.
5. Start week: Indicate when the first delivery will take place. The form allows multiple weeks, but the start week must be selected here.
6. Proceed to the next tab: Order.

Order Tab:

7. In column I, you will see the first week of the order (the first delivery week). You can add additional weeks if needed.
8. In Description (column B), search for an item. Select the correct item; do not manually enter an item number. Columns A, C, D, E, and F will then be filled automatically.
9. In column G, enter the price. If left blank, the price from Agriware will be automatically applied to the order.
10. In the Reference column under the delivery week (row 5), you can enter text that will appear in the order confirmation for that specific delivery week.
11. Under the week columns, enter the **number of trays**, not the number of plants! For unrooted cuttings, enter the number of bags; the system will convert this to the number of plants (example: for 400 cuttings, enter 4).
12. Once the order is complete, save it and send it by email to the relevant CS department at Beekenkamp.

A		B		C	D	E	F	G	H	I	J
<div>Total Quantity in TRAYS : 18</div> <div>Current week: 44 2025 Friday in Week :</div> <div>< Back to Customer information</div>										12	6
										5	7
										2026	2026
										week 5	week 7
Item	Description	Delivery				Reference :					
		from	until	lead	Plants /Tr.	Price/ 100	Comment				
4002897-T128	Labella® Medio Deep Pink Tray 128 DAHLIA (wk1-36)	1	36	7	126	250			10	4	
4901579-T128	Tea Blue Tray 128 PETUNIA (wk1-21)	1	21	6	126	228			2	2	